

AUDITORIUM PLANNING FORM

Organization Name: _____

Contact Name** _____ Home: _____

Work: _____ Cell: _____ Fax: _____

School: _____

Type/Name of Activity: _____

Admission Fee? ____ Yes ____ No Ticket Sales? ____ Yes ____ No (# of Tickets to be sold ____)
Estimated Attendance: Adult _____ Youth _____

Time needed in auditorium (including set-up and take-down): Begin _____ End _____
The Media Services Technician (MST) must be present the entire time, and he/she requires at least one hour of set-up and one hour of break-down time. If the MST is required to climb to high places (10 feet or more) to perform any function for the community activity, MCPS and union regulations call for the use of an observer. The community user will be charged for these additional staff costs.

Actual time of program/activity: Begin _____ End _____
The program/activity should conclude at least 30 minutes before end of time needed in auditorium. Clean-up time begins at the conclusion of time booked and after all participants have vacated the premises.

Please indicate what equipment you will need and the quantity of each, if applicable:
PLEASE NOTE THAT AUDITORIUMS AND EQUIPMENT VARY FROM SCHOOL TO SCHOOL
AND NOT ALL EQUIPMENT LISTED BELOW WILL BE AVAILABLE AT ALL THE SCHOOLS.

Microphones: _____ Wireless (hand-held) _____ Lavalier-style: _____

Microphone Stand: _____ Podium: _____ Piano _____
Standard or Grand

Movie Screen: _____ Projector (type): _____ VCR: _____

Choral Shell: _____ Choral Risers: _____ Orchestra Pit: _____

Fly System: _____ Scrim: _____ Stage Lighting: _____

Cassette Player/Recorder: _____ C/D Player: _____ House Lighting: _____

Sound System: _____

Chairs: _____ How Many? _____ Where? _____

Tables: _____ How Many? _____ Where? _____

****This individual must be present for entire period of facility use, including any meetings with school staff and set-up by an outside contractor hired by organization.**

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Lights:

General Normal Set: White Wash _____

Color(s) if preset: _____

*Follow Spot(s) _____

*Special Set Up: Color Wash _____

Aim at new spot: _____

NO FIREWORKS, FOG MACHINES, TORCHES OR FLARE GUNS ARE PERMITTED!

*Extra time required for MST to color and/or change setting and time to return them back to normal settings. The additional time will be determined after the MST understands what the needs of the group are. If follow spots are requested, there may be a need for additional school personnel.

Is there need for communication between Stage and Sound Booth? _____

How much of the stage is required? _____ Apron only (in front of curtains)

_____ Mid-stage only

_____ Entire stage

What other requirements do you have for this activity?

☐ I hereby acknowledge that the information contained in the above auditorium planning form is accurate and complete. I further acknowledge that this form is part of the contract for use of the school facility and agree to abide by all terms and conditions for use, including entry and exit times.

Signature

Date

AUDITORIUM STAFFING INFORMATION

If a Media Service Technician has been requested for your event, we will endeavor to secure the services of a technician for your activity.

Please be aware that there is a limited number of Media Services Technicians available to cover community activities in the public schools. It is possible that we might not be able to staff your event with a technician. If we are able to staff your event with a technician, you will be entitled to a 15-minute meeting with the technician, free-of-charge prior to your event; however, should you exceed 15 minutes, you will be charged at the current hourly rate for a Media Services Technician (a three-hour minimum may apply.)

If a technician is not available, there will be no access to the control board for sound & special lights and the event may not be scheduled or might have to be re-scheduled or cancelled.

Security and/or building attendant staff may be required as a condition of placing your event.

Please be aware that schools construct and acquire scenery and props for their own drama and musical productions. The props and the productions may limit the amount of stage space available for community use and sometimes prevent the community from using the auditoriums completely.

Banners and other decorations are not to be hung on curtains and walls. Floors and stages are not to be painted or taped.

The Community Use of Public Facilities will make every effort to ensure that your activity is fully staffed. If any staff is not available it may mean that your program may not be scheduled or will have to be re-scheduled or canceled.

We will notify you as soon as possible if we are unable to staff your activity. We appreciate your understanding of these issues and we are sorry for any inconvenience this might have in the planning of your special event.

Signature

Date

Organization

COMMUNITY USE OF PUBLIC FACILITIES

255 Rockville Pike, Suite 201
Rockville, MD 20850

Phone 240-777-2725

Fax 240-777-2707